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ABSTRACT

This guide and annotated bibliography is designed to introduce sociology students to the basic research tools in their field that are available in the Fogler Library at the University of Maine. Brief explanations and examples are provided of the relevant Library of Congress subject headings and call numbers used in Fogler Library, as well as the card catalog and computer search services available. The guide then provides an annotated listing of materials in nine categories: (1) abstracts and indexes; (2) bibliographies (both general and specialized); (3) dictionaries; (4) directories; (5) encyclopedias; (6) guides; (7) statistical sources; (8) government documents; and (9) style manuals. (EW)

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# GUIDE TO SOURCES: SOCIOLOGY

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## SCOPE

This guide is intended to present the user with some of the basic tools in sociology. It is not intended to represent a complete listing of sources, rather it should be used as a starting point.

### SELECTIONS FROM THE LC CLASSIFICATION SYSTEM FOR SOCIOLOGY

| | |
|---|---|
| HM | Sociology (General and Theoretical). |
| 251-291 | Social psychology. |
| HN | Social history. Social problems. Social reform. |
| HQ | Social groups. |
| 12-449 | Sexual life. |
| 503-1064 | The Family. Marriage<br>Including child study, eugenics, desertion, adultery, divorce, polygamy, the aged. |
| 1101-2030 | Woman. Feminism. Women's clubs. |
| HS | Societies: Secret, Benevolent, etc. Clubs. |
| HT | Communities. Classes. Races. |
| 101-384 | Urban Sociology. Cities and towns including the social and economics aspects of city planning and urban renewal. |
| 401-485 | Rural sociology. |
| 601-1445 | Social classes.<br>Including middle class, serfdom, slavery. |
| 1501-1595 | Races.<br>For works on the race as a social group and race race relations in general. |
| HV | Social pathology. Social and public welfare. Criminology. |
| 40-696 | Charities. |
| 697-4959 | Protection, assistance, relief.<br>Arranged by special classes of persons, as determined by age, defects, occupation, race, economic status, etc. |
| 5001-5620 | Alcoholism. Intemperance. Temperance reform. |
| 5800-5840 | Drug habits. Drug abuse. |
| 6001-9920 | Criminology. |
| HX | Socialism. Communism. Anarchism. |
| 806-811 | Utopias. |

## CARD CATALOG

The card catalog is the key to books and other library materials. It functions as an index to a major portion of the resources found in Fogler Library.

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**SUBJECT HEADINGS**

Each book or item included in the card catalog has an **author** card, a **title** card and one or more **subject** cards. A few examples of the many subject headings and related terms which might be used to locate material in sociology are listed below.

| | |
|---|---|
| CRIME & CRIMINALS | SOCIAL PROBLEMS |
| FAMILY | SOCIOLOGY - RESEARCH |
| HUMAN ECOLOGY | SOCIOLOGY, RURAL |
| RACE RELATIONS | SOCIOLOGY, URBAN |

Ref Z 695 U4759 1986 **(Information Desk)**
Library of Congress Subject Headings.
Lists the subject headings found in the card catalog. Refers from words and phrases not used to official subject headings. Leads from a broad concept to a narrower one and vice versa. A Reference Librarian will explain its use.

**CALL NUMBERS AND CLASSIFICATION**

Most of the books in Fogler Library are classified in the Library of Congress Classification System (LC) which is based upon letter and number combinations. The call number of a book classified in this system is shown below.

| | |
|---|---|
| Ref | Location symbol - indicates the book is in Reference |
| HM | Class - Sociology |
| 48 | Subclass - Research |
| M47 | Derived from author's name |

Older books in the Library are classified in the Dewey Decimal System (DDC) which was used prior to 1967.

| | |
|---|---|
| 301.153 | Class - Sociology - Social movements |
| M558 | Derived from author's name |

All call numbers, LC or Dewey, are found in the upper left hand corner of the catalog card. Copy the entire number. Directional signs by the card catalog indicate book locations throughout the building and floor plans are available at the Information Desk.

**ABSTRACTS AND INDEXES**

Topics of current interest, preliminary reports of fieldwork, and other research are found in journals and other serial publications. Indexes and abstracts are the keys to this type of literature.

**Abstracts and indexes are located in the Index Stacks of the Information Services area.**

An **index** is usually arranged alphabetically by subject and supplies bibliographic citations to articles in magazines, books, pamphlets, etc. The citation for a periodical article contains the following elements:

Name of author(s)
Title of article
Name of journal
Volume number and date
Inclusive page numbers

**ABSTRACTS AND INDEXES** (cont.)

**An abstract** supplies all of the above, plus a summary or description of the article.

The following abstracts and indexes are of particular interest to the sociologist.

**Index AI 3 S62 (Index Table - Reference Area)**
Social Sciences Index. * 1974+ Formerly Social Sciences and Humanities Index. 1907-1974 (Index AI 3 S61)
Quarterly. Interdisciplinary author and subject index to journals in the social sciences. Book reviews listed at the end of each issue.

**Index HM 1 S7**
Sociological Abstracts. * 1953+
Bimonthly. Classified arrangement. Comprehensively indexes over 200 U.S. and foreign sociology journals. Selective coverage of journals in related fields. Also indexes book reviews and professional papers. Author and subject indexes.

**Index H 1 S64**
Social Sciences Citation Index. * 1979+
A simple yet sophisticated tool with subject (permuterm), source and citation indexes.

**Index HV 1 A2**
Social Work Research and Abstracts. * 1970+
Quarterly publication containing articles in addition to abstracting about 200 journals. Abstracts arranged in broad areas. Subject index.

**Index HD 1401 W6**
World Agricultural Economics and Rural Sociology Abstracts. * 1965+
Comprehensive index to about 800 serials dealing with agricultural economics and rural sociology. Annual subject index.

**Index AI 3 P8**
Public Affairs Information Service Bulletin (PAIS). * 1915+
In addition to selective indexing of over 800 journals, PAIS also includes documents, reports, and pamphlets in the social sciences.

**Index HD 4802 H85**
Human Resources Abstracts. 1966+
Interdisciplinary index to journals, books, documents, reports dealing with the problems of manpower, poverty, and human resources. Subject index.

**Index HQ 1101 W6**
Women Studies Abstracts. 1972+
Quarterly index to books and journals dealing with literature on women. Subject index.

*** Can be searched by computer.**

**ABSTRACTS AND INDEXES (cont.)**

**The following abstracts and indexes are of related interest and are also available on-line.**

| | |
|---|---|
| Psychological Abstracts | Index BF 1 P65 |
| Index Medicus | Science Index R 5 I52 |
| Education Index | Index L 11 E3 |
| ERIC | Index LB 5 C8 |
| Philosopher's Index | Index B 1 A1 P48 |

**COMPUTERIZED SEARCHING**

Computerized searching is an automated method of scanning indexes of journal articles and other literature in order to compile a list of references on a particular subject. **Those abstracts and indexes which may be accessed by computer are described in the previous section.** Check at the Information Desk for information on procedures and costs.

**DO-IT-YOURSELF COMPUTER SEARCHING**

In addition to computer searches performed by Librarians, a user friendly, menu-driven system is available at reduced rates during the evenings and weekends. Do your own searches! Inquire at the Information Desk. Also the Library continues to test and acquire CD-Rom and laser disk products which allow limited searching at no cost to you.

**JOURNALS**

Fogler Library holds approximately 175 journals in the field of sociology. The Master Periodicals List is a computer print-out listing the titles of journals, newspapers and indexes held by Fogler, the University College and the Darling Center Libraries. Copies of this list may be found in the Reference Area, the Science and Engineering Center, and throughout the Periodical stacks. Consult this print-out when you have found the citations that you need in the indexes and abstracts.

**BIBLIOGRAPHIES**

**General:**

Ref Z 7161 W49
White, Carl. Sources of Information in the Social Sciences. 3rd. ed. 1986
Includes a signed bibliographic essay on sociology. Author, title, subject, indexes.

Ref Z 7161 L84
London Bibliography of the Social Sciences. 1931+
Comprehensive listing of books, pamphlets, documents in several languages. Many cross-references. Worldwide scope.

**Periodical:**

Current Sociology/Sociologie Contemporaine. V. 12, 1963/1964+
A journal issued 3/year. A basic work containing bibliographies on a variety of subjects. International coverage. (Often behind publication schedule.)

HM 1 A763 Central Stacks
Annual Review of Sociology
Essays covering current research developments and areas of broad topical interest.

**BIBLIOGRAPHIES (cont.)**

**Specialized:**

**The following is a highly selective list of bibliographies to illustrate the types of information available to you in the Library. To locate specific bibliographies check the card catalog under headings such as, "Family-Bibliography", "Mafia-Bibliography", Racketeering-Bibliography", or "Alcoholism-Bibliography." Use Library of Congress Subject Headings (p. 2) if you have difficulty selecting the correct heading.**

Ref Z 7164 M2 I5
Olson, David H. Inventory of Marriage and Family Literature. 1973+
Continuation of Aldous, International Bibliography of Research in Marriage and the Family, 1900-1964; 1965-1972.

Ref Z 7164 N17 A52
Andrews, Theodora. A Bibliography of Drug Abuse, including Alcohol and Tobacco. 1977. Supplement 1977-1980.

Ref Z 7961 O23
Oakes, Elizabeth H. and Kathleen E. Sheldon. Guide to Social Science Resources in Women's Studies. 1978.

Ref Z 7164 M49 A84 1985
Men's Studies: a selected and annotated interdisciplinary bibliography. 1985.

Ref Z 7164 S66 S52
Gelmartin, Kevin J. et. al. Social Indicators: an Annotated Bibliography of Current Literature. 1979.

Ref Z 7164 T3 M53
Mickolus, Edward F. The Literature of Terrorism. 1980.

Ref HV 741 K428 1984
Kemmer, Elizabeth. Violence in the Family: an annotated bibliography. 1984.

Ref Z 6658 L57
Litman, Theodor J. The Sociology of Medicine and Health Care: a Research Bibliography. 1976.

Ref Z 7164 O4 D38
Davis, Lenwood G. The Black Aged in the United States. 1980.

**DICTIONARIES**

Ref HM 17 A23 1984
Abercrombie, N. The Penguin Dictionary of Sociology. 1984

Ref H 41 G6
Gould, Julius. Dictionary of the Social Sciences. 1964.

Ref HM 17 F3
Fairchild, H.P. Dictionary of Sociology. 1944.

Ref HM 17 T5
Theodorson, George A. A Modern Dictionary of Sociology. 1969.

**DICTIONARIES (cont.)**

Ref HM 17 M56 1979
Mitchell, G. Duncan. A New Dictionary of Social Science. 1979.

**ENCYCLOPEDIAS**

Ref H 40 A2 I5
International Encyclopedia of the Social Sciences. 1968. 17 v. and Biographical Supplement
The articles and bibliographies emphasize analytical and comparative aspects of topics covered. Its predecessor, Encyclopedia of the Social Sciences, is still useful for historical material.

Ref H 40 E5
Encyclopedia of the Social Sciences. 1937. 15 v.
The first comprehensive encyclopedia of the field. Signed articles, cross references.

Ref HM 17 I53 1984
International Encyclopedia of Sociology. 1984.
One volume. Current coverage. Strong on historical and biographical information.

Ref H 41 E65 1975 v. 2
Encyclopedia of Sociology. 1975.
One volume. Deals with language, theories, and the leaders of sociology. Short entries, cross references.

Ref HV 35 S6
Encyclopedia of Social Work. 1987. 2 v. and Statistical Suppl.
Brief articles, history, biography, statistics, etc.

Ref HB 849.2 I55 1982
International Encyclopedia of Population. 1982. 2 v.
Overview of the field. Core articles on demography with "extensions outward to broad population topics." Many cross-references. Signed articles. Bibliographies.

Ref E 184 A1 H35
Harvard Encyclopedia of American Ethnic Groups. 1980.
Survey of all ethnic groups including native Americans, those who came to America as slaves, as well as immigrants and refugees. Entries discuss the groups' social organization and structure, family and kinship, culture, religion, intergroup relations, etc. Signed articles. Bibliographies. One volume.

Ref HV 6017 E52 1983
Encyclopedia of Crime and Justice.
Four volumes, signed articles with references. A good place to start.

**DIRECTORIES**

Ref HM 9 A725
American Sociological Association. Directory of Members. 1986.
Arranged alphabetically by surname. Appendices include geographical listings and areas of competence.

**DIRECTORIES (cont.)**

Ref HM 45 G85
American Sociological Association. Guide to Graduate Department of Sociology. Annual
Admissions and financial information. Lists full-time faculty with highest degree held, rank, and areas of interest. Lists previous year's doctoral graduates with their dissertation titles. Indexes to course offerings and special programs, and faculty. International coverage.

**GUIDES**

Ref HM 68 B37 1986
Bart, Pauline. The Student Sociologist's Handbook. 4th ed. 1986.
Includes an overview of the field, library resources, section on writing papers.

Ref HM 48 M32
Library Research Guide to Sociology. 1981.
Takes the beginner through the stages needed to write a paper.

**STATISTICAL SOURCES**

Ref HA 202 A3 **(Information Desk)**
Statistical Abstracts of the United States. Annual.
Summaries of statistics, both governmental and private. Covers numerous fields. Includes references to other statistical publications or sources. Indexed.

**Government Documents**
American Statistics Index.
Comprehensive index to statistics published by government agencies. Descriptive abstracts included. Invaluable source.

Ref HA 12.5 U63
United Nations Statistical Yearbook. Annual.
Summaries of international statistics. References to sources are given. Time lag in publication.

Ref HA 17 D45
United Nations Demographic Yearbook. Annual.
Covers vital statistics and characteristics of population on an international basis. Supplement volumes address special topics. Time lag in publication.

Ref HA 12.5 A1 U5 1977
United Nations. Compendium of Social Statistics. 1977.
"Collection of data aimed at describing social conditions and social change." Covers world, regional, national and urban statistics. Subject index.

Ref Z 7551 S84 1984
Wasserman, P. Statistics Sources: A subject guide to data on industrial, business, social, educational, financial, and other topics for the United States and internationally.

Ref Z 7554 E8 H35
Harvey, Joan. Statistics Europe; Sources for Social, Economic and Market Research. 1976.
Descriptions of main sources of statistical information arranged by country, title, organization. Subject indexes.

**STATISTICAL SOURCES (cont.)**

Ref HA 1446 S53
Shoup, Paul S. The East European and Soviet Data Handbook: Political, Social, and Developmental Indicators, 1945-1975. 1981.
Comparative statistics intended to give an "overview of social change and elite development in Eastern Europe and the Soviet Union since WWII."

Ref HC 54 W669 1984 2 vols.
World Tables.
Vol. 1: Economic data from the data files of the World Bank.
Vol. 2: Social data from the data files of the World Bank.

Ref HN 25 T39 1983 2 vols.
World Handbook of Political and Social Indicators.
Vol. 1: Cross national attributes and rates of change.
Vol. 2: Political protest and government change.

Ref HN 90 P8 G35 1935+
The Gallup Poll. Annual.

Ref HM 261 I38 1978+
Index to International Public Opinion. Annual.

**GOVERNMENT DOCUMENTS**

Publications issued by federal, state, and local agencies contain a wealth of authoritative and official information. Fogler Library holds publications from the U.S., Canadian, and State of Maine governments, and, as a student of sociology, you should familiarize yourself with the location, policies, catalog, indexes and other finding aids of the collections.

Fogler Library is a regional depository for U.S. government publications and a partial depository for Canadian government publications. Librarians are available to assist you in using these materials. The following indexes should prove particularly helpful when consulting federal documents.

**Government Documents**
Monthly Catalog of United States Government Publications.
The basic bibliography and finding aid. Subject, author, title, series, and report indexes. Familiarity with the Monthly Catalog and the Cumulative Subject Index to the Monthly Catalog ... 1900-1971 will make the location of documents an easier task. Can be searched by computer.

**Government Documents**
American Statistics Index (ASI). 1970+
An index to virtually all unclassified statistical publications of the federal government. Includes abstracts.

**Government Documents**
CIS Index: Congressional Information Service/Index to Publication of the United States Congress. 1974+
An excellent indexing and abstracting service for the working papers of Congress, i.e. hearings, committee prints, House and Senate documents, etc. Detailed indexes.

**STYLE MANUALS**

The official form for the American Sociological Association can be found in copies of the American Sociological Review. (Latest Revised form published in February 1986 issue.)

**Other popular style manuals are:**

**Ref Bf 76.7 P83 (Information Desk)**
Publication Manual of the American Psychological Association, 3rd. ed.

**Ref LB 2369 T82 (Information Desk)**
Turabian, Kate. Student's Guide for Writing College Papers. 3rd. ed, 1976. Most popular style manual. Contains sections on numbers and punctuation which did not appear in earlier editions. Companion volume: A Manual for Writers of Term Papers, Theses and Dissertations. (Ref LB 2369 T8: **(Information Desk)**

**Ref PE 1478 M57 1984 (Information Desk)**
MLA Handbook for Writers of Research Papers.

**Ref Z 253 C57 1982 (Information Desk)**
The Chicago Manual of Style.

FOR HELP USING SOURCES DESCRIBED IN THIS GUIDE AND WITH ANY OTHER QUESTIONS YOU MAY HAVE ABOUT THE LIBRARY, PLEASE ASK AT THE INFORMATION DESK.

Revised by Libby P. Soifer
Fogler Library, Information Services
January 1988